



HEADQUARTERS
HAWAII WING, CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 29417
Honolulu, HI 96820



1 Aug 2007

Wing Financial Instruction F-06

Check Deposit Policy

- 1. Purpose.** This Instruction details the process for depositing checks or similar financial instruments.
- 2. Acceptance of Checks.** All checks must be made payable to "Hawaii Wing Civil Air Patrol." Third-party checks will not be accepted.
- 3. Deposits.** Checks will be deposited within one week of receipt by the Wing Administrator. All check deposits will be documented on the bank's deposit form. The total amount will be verified with a calculator or other electronic method to ensure accuracy. The Wing Administrator will retain a copy of the check(s) and attach it to the bank receipt and file as appropriate.
- 4. Checks Returned for Insufficient Funds.** When a check is returned for insufficient funds, the Wing Administrator will contact the issuer to arrange for immediate restitution. A \$29.00 fee will also be charged to recover penalties assessed by the bank. After the restitution payment clears bank processing the original returned check will be returned to the issuer.
- 5. Checks Received for Member Flights.** All checks will be annotated with aircraft tail number and hours.
- 6. Policy Exceptions.** Any exceptions to this policy must be approved, in writing, by the Wing Commander.

A handwritten signature in black ink, reading "Earl G. Greenia".

EARL G. GREENIA, Colonel, CAP
Commander

DISTRIBUTION:

- 1 – Each Squadron
- 1 – USAF/CAP Liaison Office
- 1 – HQ/PACR